

**ASSISTANT FIRE PREVENTION CHIEF  
STUDY GUIDE**

A written examination for the class of **ASSISTANT FIRE PREVENTION CHIEF** to be administered in **BATON ROUGE** on **OCTOBER 10, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>ADMINISTRATION</b>  Knowledge of the principles of effective fire service administration, including management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; personnel management; and managing equipment, property, and supplies for fire prevention programs.	23.0%
<b>FIRE RECORDS, REPORTS, AND CORRESPONDENCE</b>  Knowledge of effective records-management practices, including preparation, content, control, format, and retention; and of the information gathering process and procedures for completing required reports or producing required correspondence in order to document the performance of fire prevention duties.	8.0%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.	19.0%
<b>FIRE INSPECTION PROCEDURES</b>  Knowledge of the processes and procedures necessary to conduct fire inspections, including pre-inspection research and planning.	5.0%
<b>FIRE CODES</b>  Knowledge of fire codes, of the legal authority under which the duties of code enforcement are performed, and of liabilities incurred as a result of this authority, including calculation of occupant loads.	8.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>BUILDING CONSTRUCTION/PLAN REVIEW</b>  Knowledge of building construction and of the procedures for review of building plans in order to verify conformance to fire safety codes and to identify any possible fire hazards, including the purpose of rated building construction and where such is required; building construction components installed for fire-related purposes; and building construction classification.	5.0%
<b>JUDICIAL &amp; COURTROOM PROCEDURES/COURT TESTIMONY</b>  Knowledge of the judicial system and legal procedures as they relate to fire inspection; of general courtroom and trial procedures; and of recommended courtroom demeanor and testimony.	5.0%
<b>PUBLIC FIRE EDUCATION/FIRE SAFETY</b>  Knowledge of the principles of public fire education needed to inform the public about fire safety during the performance of regular fire prevention duties, as well as developing and conducting a public fire education program to address specific community needs.	12.0%
<b>PUBLIC RELATIONS</b>  Knowledge of accepted public relations practices in order to interact with other agencies, and with the public in various situations including code enforcement, or public fire education activities, and fire prevention activities.	10.0%
<b>TRAINING</b>  Knowledge of the procedures for developing training materials on fire prevention topics and for serving as an instructor in fire inspection, fire investigation, or fire prevention programs.	5.0%

### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

**PRIMARY REFERENCE MATERIAL**

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS** (Training Manuals):

Fire Inspection and Code Enforcement, 6th ed., 1998.

Fire and Life Safety Educator, 2nd ed., 1997.

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**FIRE PROTECTION HANDBOOK**, NFPA, 19th ed., 2003.

**MANAGEMENT IN THE FIRE SERVICE**, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

**OTHER RECOMMENDED PUBLICATIONS:**

**MANAGING FIRE AND RESCUE SERVICES**, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

**NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.